

REIGATE AND BANSTEAD BOROUGH COUNCIL:

OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME



Date of issue: 02 September 2019

Report Author(s)	Lead Member(s)	Officer sign off	Subject	O&S	Executive	Council	Open / Exempt	Key
12 September 2019								
<i>Luke Harvey, Project & Performance Team Leader</i>	Deputy Leader and Portfolio Holder for Finance, Portfolio Holder for Corporate Direction and Governance	Head of Projects and Performance, Interim Head of Finance and Assets	Quarterly Performance Report (Q1 2019/20) To consider Council performance in the first quarter of the year in regards to key performance indicators, revenue and capital budget monitoring and risk management.	12 Sep 2019	19 Sep 2019		Open	
<i>Luke Harvey, Project & Performance Team Leader</i>	Portfolio Holder for Corporate Direction and Governance	Head of Projects and Performance	Internal audit 2019/20 - Q1 progress report To consider progress in Q1 against delivery of the 2019/20 internal audit plan.	12 Sep 2019			Open	
<i>Pat Main, Interim Head of Finance and Assets</i>	Deputy Leader and Portfolio Holder for	Interim Head of Finance and Assets	Capital Investment Strategy This will build on the Outline	12 Sep 2019	19 Sep 2019	26 Sep 2019	Open	KEY

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	Finance		Capital Strategy and will include more detail in order to reflect any new national guidance, the final Corporate Plan and updated Medium Term Financial Plan (Dates TBC).					
<i>Catriona Marchant, Democratic Services Officer</i>	Chairman of the Overview and Scrutiny Committee	Interim Head of Finance and Assets	Constitution of Budget Scrutiny Review Panel 2019/20 To receive a report on the Constitution of a Budget Scrutiny Review Panel for 2019/20.	12 Sep 2019			Open	
<i>Catherine Rose, Head of Corporate Policy</i>	Leader of the Council	Chief Executive	Corporate Plan 2020-2025 To agree a new Corporate Plan for Reigate & Banstead.	12 Sep 2019	18 Mar 2019 7 Nov 2019 18 Jul 2019	12 Dec 2019	Open	PFP
17 October 2019								
<i>John Jory, Chief Executive</i>	Deputy Leader and Portfolio Holder for Finance, Portfolio Holder for Corporate Direction and Governance, Portfolio Holder	Chief Executive	Portfolio Holder Briefing - Organisation Portfolios To receive a briefing from the Organisation Portfolio Holders regarding the Organisation business area and their portfolios	17 Oct 2019			Open	

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	for Investment and Companies							
<i>Pat Main, Interim Head of Finance and Assets</i>	Deputy Leader and Portfolio Holder for Finance	Interim Head of Finance and Assets	Report from the External Auditors on the 2018/19 Financial Accounts (ISA 260 Report) This report, from the Council's external auditors, summarises conclusions and significant issues arising from the audit of the 2018/19 Annual Financial Report.	17 Oct 2019	18 Jul 2019		Open	
<i>Kirsty Jane Hill, Democratic Services Officer</i>	Portfolio Holder for Investment and Companies	Head of Legal and Governance, Interim Head of Finance and Assets	Companies Performance Update To receive an update on the performance of Council companies.	17 Oct 2019			Part exempt	
<i>Alison Robinson, Housing Strategy and Performance Manager, Richard Robinson, Head of Housing</i>	Portfolio Holder for Housing and Benefits	Director of People	Housing Delivery Strategy To agree the final Housing Delivery Strategy and action plan.	17 Oct 2019	5 Dec 2019		Open	KEY

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<i>Helen Stocker, Finance Manager</i>	Deputy Leader and Portfolio Holder for Finance	Interim Head of Finance and Assets	Half Yearly Treasury Management Report for 2019/20 To comply with the requirements of the regulatory framework for treasury management and meet the Council's reporting requirements.	17 Oct 2019	7 Nov 2019	12 Dec 2019	Open	KEY
21 November 2019 (Budget Scrutiny Panel)								
<i>Catriona Marchant, Democratic Services Officer</i>	Chairman of the Overview and Scrutiny Committee	Interim Head of Finance and Assets	Budget Scrutiny Panel: Service and Financial Planning 2020/21 For the Budget Scrutiny Panel to (i) consider the provisional budget proposals for 2020/21; (ii) report back to the Overview and Scrutiny Committee with their findings; and (iii) make recommendations to the Executive in line with the Council's budget and policy procedure rules.	11 Dec 2019 21 Nov 2019	16 Jan 2020		Part exempt	

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11 December 2019								
	Leader of the Council		Leader's Update (December 2019) To receive an update on the work of the Council and future plans.	11 Dec 2019			Open	
<i>Luke Harvey, Project & Performance Team Leader</i>	Deputy Leader and Portfolio Holder for Finance, Portfolio Holder for Corporate Direction and Governance	Head of Projects and Performance, Interim Head of Finance and Assets	Quarterly Performance Report (Q2 2019/20) To consider Council performance in the second quarter of the year in regards to Key Performance Indicators, Revenue and Capital Budget Monitoring and Risk Management.	11 Dec 2019	16 Jan 2020		Open	
<i>Luke Harvey, Project & Performance Team Leader</i>	Portfolio Holder for Corporate Direction and Governance	Head of Projects and Performance	Internal audit 2019/20 - Q2 progress report To consider progress in Q2 against delivery of the 2019/20 internal audit plan.	11 Dec 2019			Open	
<i>Catriona Marchant, Democratic Services Officer</i>	Leader of the Council	Head of Legal and Governance	Schedule of Meetings 2020/21 To consider the proposed schedule of meetings.	11 Dec 2019	30 Jan 2020	13 Feb 2020	Open	

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23 January 2020								
<i>Ross Spanton, Community Safety Officer</i>	Portfolio Holder for Community Partnerships	Head of Community Partnerships	Annual Community Safety Partnership Scrutiny - 2019/20 To review the work of the East Surrey Community Safety Partnership in 2019/20.	23 Jan 2020			Open	
<i>Mari Roberts-Wood, Director of People</i>	Portfolio Holder for Community Partnerships, Portfolio Holder for Housing and Benefits, Portfolio Holder for Wellbeing and Intervention	Director of People	Portfolio Holder Briefing - People Portfolios To receive a briefing from the People Portfolio Holders.	23 Jan 2020			Open	
20 February 2020								
<i>Luci Mould, Director of Place, Luci Mould, Director of Place</i>	Portfolio Holder for Neighbourhood Services, Portfolio Holder for Place and Economic Prosperity, Portfolio Holder for Planning Policy	Director of Place	Portfolio Holder Briefing - Place Portfolios To receive a briefing from the Place Portfolio Holders regarding the Place business areas and their portfolios.	20 Feb 2020			Open	

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<i>Pat Main, Interim Head of Finance and Assets</i>	Deputy Leader and Portfolio Holder for Finance	Interim Head of Finance and Assets	Treasury Management Strategy 2020-2021 To consider the Treasury Management Strategy for 2020-21.	20 Feb 2020	30 Jan 2020 26 Mar 2020	9 Apr 2020	Open	PFP
<i>Catriona Marchant, Democratic Services Officer</i>	Chairman of the Overview and Scrutiny Committee	Head of Legal and Governance	Overview and Scrutiny Committee: Proposed Work Programme 2020/21 To consider the proposed work programme for the Committee for 2020/21.	20 Feb 2020	27 Feb 2020	9 Apr 2020	Open	
19 March 2020								
<i>Kirsty Jane Hill, Democratic Services Officer</i>	Portfolio Holder for Investment and Companies	Head of Legal and Governance, Interim Head of Finance and Assets	Companies Performance Update To receive an update on the performance of Council companies.	19 Mar 2020			Part exempt	
<i>Luke Harvey, Project & Performance Team Leader</i>	Portfolio Holder for Corporate Direction and Governance	Head of Projects and Performance	Internal audit 2019/20 - Q3 progress report To consider progress in Q3 against delivery of the 2019/20 internal audit plan.	19 Mar 2020			Open	

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<i>Luke Harvey, Project & Performance Team Leader</i>	Portfolio Holder for Corporate Direction and Governance	Head of Projects and Performance	Internal Audit Plan 2020/21 To endorse the draft Internal Audit Plan for 2020/21.	19 Mar 2020			Open	
<i>Luke Harvey, Project & Performance Team Leader</i>	Deputy Leader and Portfolio Holder for Finance, Portfolio Holder for Corporate Direction and Governance	Head of Projects and Performance, Interim Head of Finance and Assets	Quarterly Performance Report (Q3 2019/20) To consider Council performance in the third quarter of 2019/20 in regards to Key Performance Indicators, Revenue and Capital Budget Monitoring and Risk Management.	19 Mar 2020	26 Mar 2020		Open	
16 April 2020								
<i>Pat Main, Interim Head of Finance and Assets</i>	Deputy Leader and Portfolio Holder for Finance	Director of Finance and Organisation	External Audit Plan 2019/20 To endorse the draft External Audit Plan for 2019/20.	16 Apr 2020			Open	
<i>Catriona Marchant, Democratic Services Officer</i>	Chairman of the Overview and Scrutiny Committee	Head of Legal and Governance	Overview and Scrutiny Committee: Annual Report 2019/20 To consider the Annual Report of the Committee's work.	16 Apr 2020		28 May 2020	Open	

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To be scheduled								
<i>Simon Rosser, Head of Revenues, Benefits and Fraud</i>	Portfolio Holder for Investment and Companies	Director of People	A Local Authority Trading Company for Provision of Revenues, Benefits and Fraud Services, and Loan Facilities Incorporation of the company and associated governance requirements (Date TBC) .				Part exempt	KEY
<i>Tom Borer, Policy Officer</i>	Portfolio Holder for Neighbourhood Services	Head of Corporate Policy	Update on Carbon Management - Climate Change This is a request from Overview and Scrutiny to receive an update on carbon management – climate change, following the motion at Full Council on 7 February 2019 –Minute 75 – Climate Change.				Open	

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